

AKO Login

To use this service, you must have an ARMY Knowledge Online (AKO) account. If you do not have an AKO account, you can click **here** to obtain one.

Please enter your ARMY Knowledge Online (AKO) ID and Password.

Submit Reset

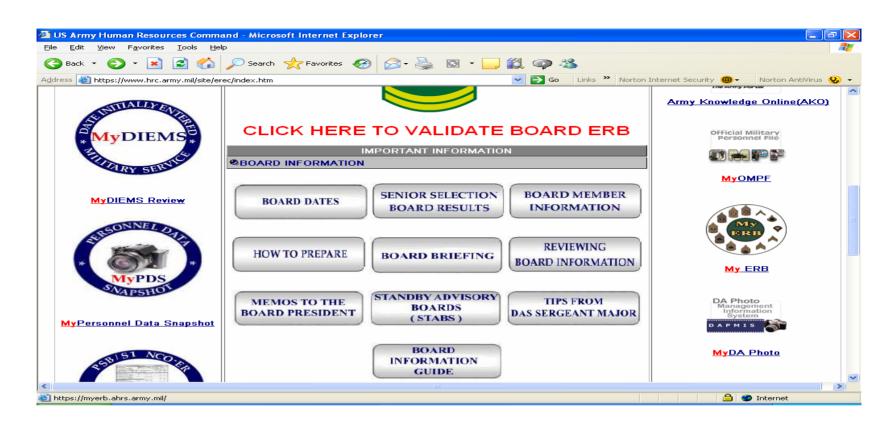
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U.S. Government Computer System: <u>See our Security and Privacy Notice</u>.

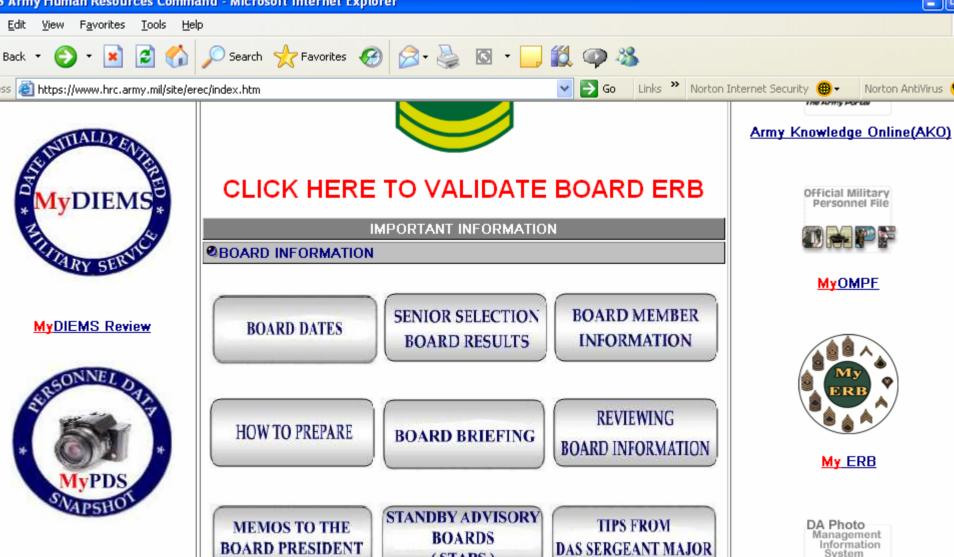
Questions? Comments? Suggestions? <u>Please contact the Webmaster</u>.

This page was last updated 31 August, 2005









MyPersonnel Data Snapshot



(STABS)

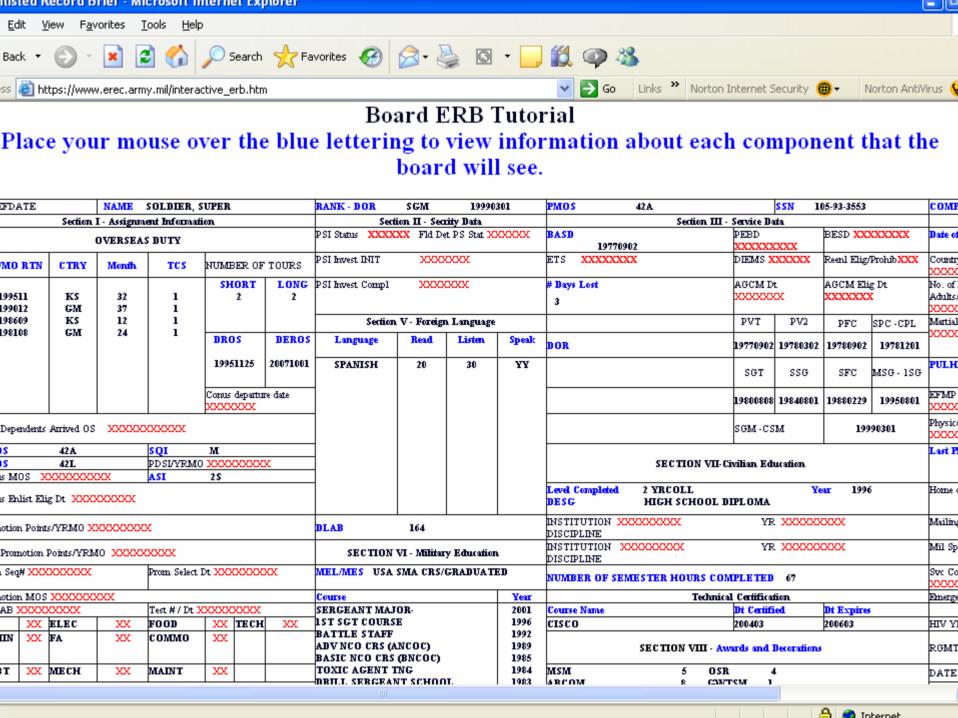
BOARD INFORMATION GUIDE

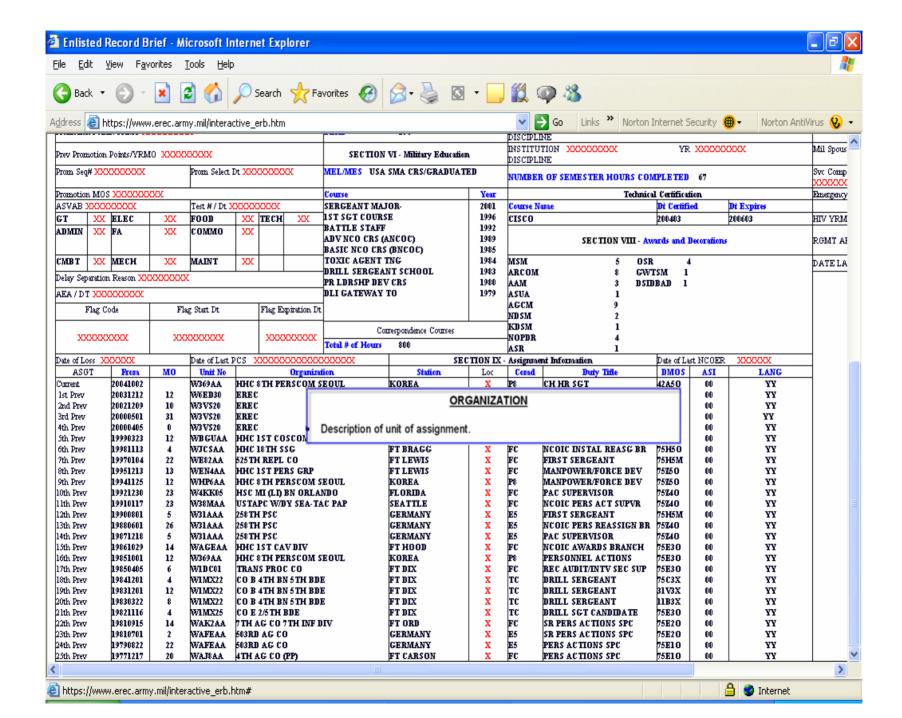




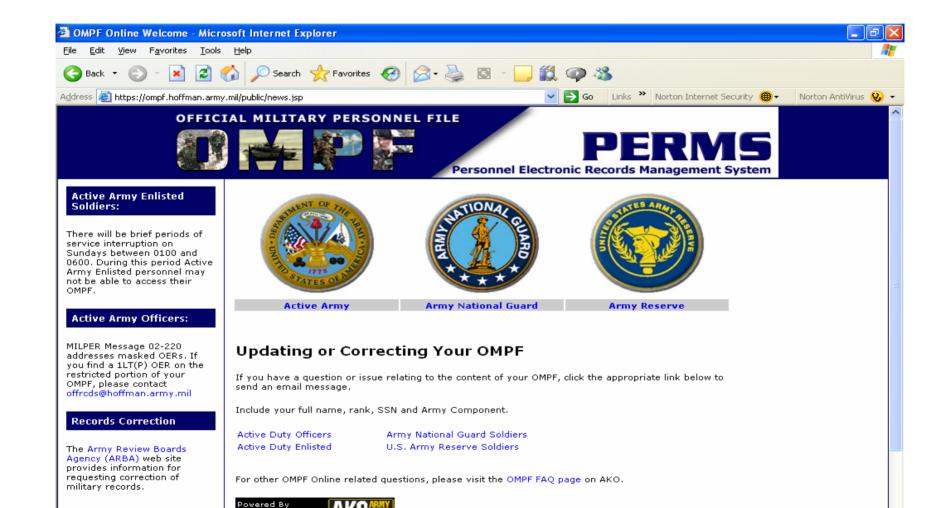
MyDA Photo



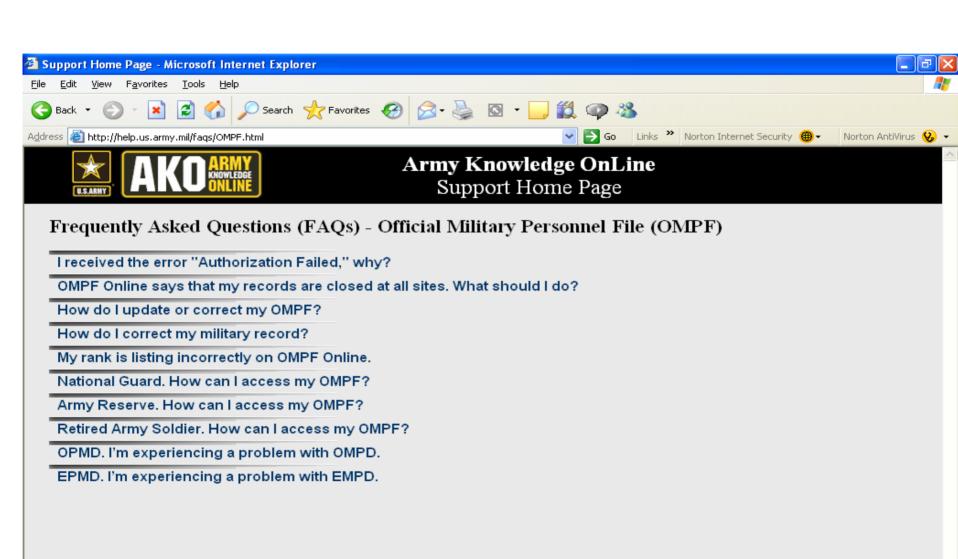


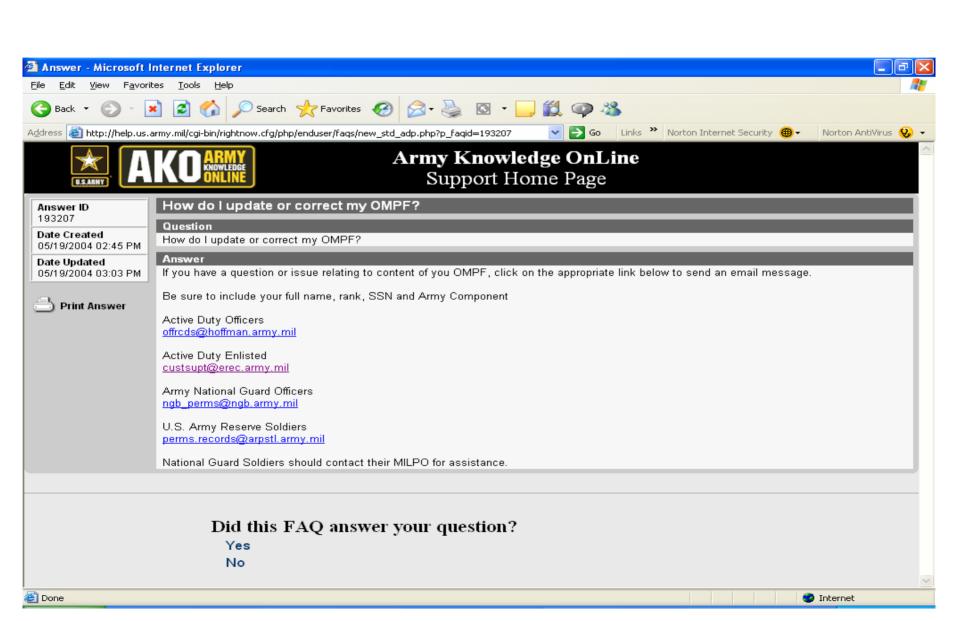


OMPF information

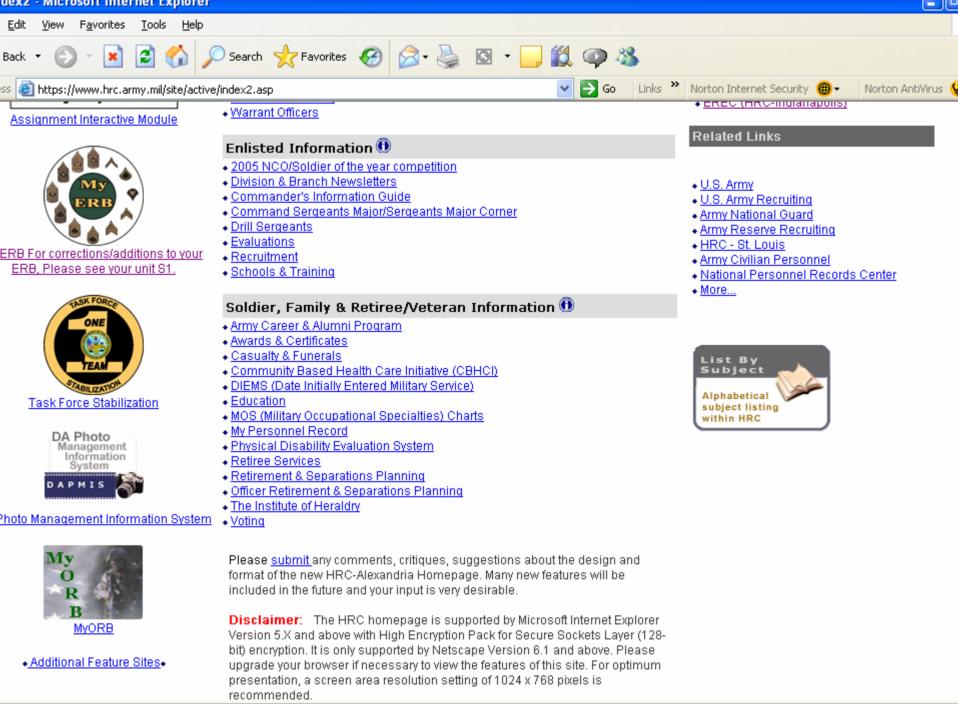


AKO Authentication





ORB info





Records System Information

Homepage

General Information

- Points of Contact
- Mission: Provide high quality and timely support to all active duty Army Officers to update and maintain their Official Military Personnel Files (OMPF's), Ensure the most current and highest quality OMPF's for all officers eligible for boards. Process separations, accessions, prior service records, TJAG cases, appeals DD215's, Home of Record (HOR) changes, incoming documents, Freedom of Information Act (FOIA) requests, derogatory information, classified reports, Temporary Disability Retirements (TDRLs), for all active duty Army officers and correct date initially entered military service (DIEMS)

Application Links

- iPERMS
- My Board File

What's New!

Ongoing Initiatives

Active Duty Officer Records can be viewed at https://iperms.army.mil
Officer records branch now has the ability to receive OMPF documents from authorized users via web scanning, fax to file, email to file and digital senders. Recommend that all documents be sent electronically utilizing one of these features. Those responsible for submitting OMPF documents may contact Dianne.mitchell@hoffman.army.mil to request access and a current SOP. My board file at

https://isdrad16.hoffman.army.mil/MyBoardWeb/MainPages/Welcome.jsp offers the ability to view and validate board file approximately 60 days prior to convene date. POC is rose.chisolm@hoffman.army.mil.

Welcome

Contact Us

Welcome to the Officer Records Branch! The branch services over 80,000 Active Duty officer records in support of more than 80 boards each year and all personal actions involving the Official military Personnel File (OMPF). Officer Records Branch recently fielded a web-based system to facilitate eliminating paper processes. Transformation efforts include providing the capability to submit documents electronically.

For **technical** questions about the Web site contact the <u>Webmaster</u>. For functional questions please refer to the appropriate office.

This page last reviewed 12/28/05

Key Items / Hot Links

- How to Order an OMPF
- Access your OMPF (AC).
- Frequently asked Questions (FAQ).
- Points of Contact for Variety of agencies, and for record requests.

Ongoing Initiatives

iPERMS is a web-based system supporting the Army's Personnel all active duty Transformation. It will migrate PERMS OMPF system to a web-based environment; it will support passive updates of human resource systems, and will offer commanders, soldiers, and the Army HR community online access and electronic input to the iPERMS system.

Regulations

- AR 600-8-104



How Can I Make Corrections Or Add New Documents To My OMPF?

Click here, fill out the request form and fax it to the phone number provided on the form to make corrections to your OMPF. If you need to add new documents to your OMPF fax the documents along with the form or send as an attachment in an email to offrcds@hoffman.army.mil.

How Do I Know Which Documents Are Authorized For Filing In My OMPF?

Click <u>here</u> to see a listing of the authorized and unauthorized documents as Table 2-1 AR 600-8-104 Extract, Composition of the OMPF.

How Do I Know Which Training Documents Are Authorized For Filing In My OMPF?

Click **here** to see an alphabetized listing of the service schools and colleges whose training and course completion certificates are authorized for filing in the OMPF. Certificates are only filed when a 1059 is not provided.

Where Should My Social Security Number Be Placed On My Certificates?

Preferred dark ink printed neatly, large enough to read easily in the upper right hand corner. Must be legible.

Should I Send The Original Documents Or Can I Send A Copy To Be Filed In My OMPF?

You should send a legible copy of all documents except your college transcripts. We do need an original copy of your college transcripts.

Can I Get A Copy Of My OMPF On A CD Instead Of MICROFICHE?

CDs are currently cost prohibitive - OMPF on-line offers soldier the ability to download their own file to a CD.

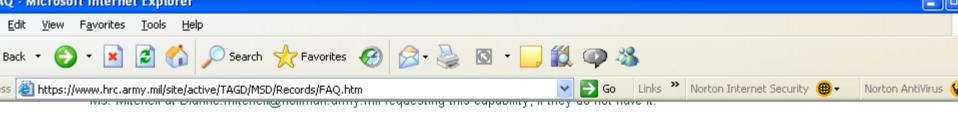
Now That Microfiche Have Been Eliminated, How Can I Get A Hard Copy Of My Record?

You may access OMPF on-line and print your documents or download to a CD.

WHY DOES IT TAKE SO LONG TO UPDATE MY OMPF WHEN MAILING OR FAXING DOCUMENTS TO OFFICER RECORDS BRANCH (MSR)?

It can take from 4 to 6 weeks to get a update of your record. There are several stages that the documents go through before process is complete. At the first stage clerks decide whether a document is authorized, complete, and if it is legible enough to be filed (too dark, too light, etc.). Once being approved for filing it is sent to the scanners who scan the document to the database system. When a document is scanned a photographic image is made and placed in the database system. The next stage is where the indexers exact the documents from the database, check the document for clarity and transfer the document to the service members file and place it in the proper area. Thousands of documents are processed each day





What Is Web-Scanning?

Authorized individuals are granted access to scan or upload documents directly to iPerms. Documents are verified at HRC prior to final input.

How Can I Be Sure You Received My Documents?

Check iPERMS or send an email to offrcds@hoffman.army.mil please include how documents were sent i.e. regular mail, fax, email, web-scanning or digital sender.

Where Do I Send My Documents To Update My OMPF If I Want to Mail Them?

Mail your documents to:

CDR, HRC

ATTN: AHRC-MSR

200 Stovall Street

Alexandria, VA 22332-0444

AHRC prefers electronic submission.

How Do I Make An Appointment To Review My OMPF?

You may access your OMPF online as long as you possess an Army Knowledge On-line (AKO) account and password by going to www.iperms.army.mil. Please contact your career manager, if you wish to discuss your OMPF's contents and how it may affect selection boards or assignments.

What Office Is The POC For Corrections Needed On OMPF? How Can I Have Duplicate/Misfiled Documents Removed From My OMPF?

You can contact the Record Services at DSN: 221-8651/4620 or COML: (703) 325-4620. Or you mail email us at offrcds@hoffman.armv.mil or you may complete a copy of the memorandum (Click here) Request for Official Military File (OMPF), located at this Web Site. The information we need is the date of the document, type of document and the name on the document if not yours.

DIEMS Paperwork, How Do I Verify It Has Been Updated?

Allow 4-6 weeks for processing, at that time you may review your LES to ensure date has been corrected. Questions concerning DIEMS should be sent to offdiems@hoffman.army.mil. The website used to check your DIEMS is a table and will not show corrections we have made in your official record.

Can PSB'S Submit Revocation For An Award Order And The New Order On The Same Page?

IAW AR 600-8-105 PAR 3-18F, REF A requires that amendments, recision, or revocation of permanent award orders be prepared as

